



St Bartholomew's ASEC Meeting Minutes

Date: 3rd July 2024

Time: 17:30

Venue: In School and on Teams

Meeting Reference: 23/24 Meeting 1 Term 6

Members present	Initials	Representing
Dan Oakes	DO	Headteacher
Catherine Hersom	CH	Foundation Appointed (Chair)
Liz Hickling	LH	Foundation Appointed (Vice Chair)
Kathryn Brooke-Dean	KB-D	Foundation Appointed
Jane Curtis	JC	Foundation Appointed
Ruth Sexton	RS	Foundation Appointed
Apologies	Initials	Representing
Beth Dixon	BD	Staff Governor
Attending	Initials	Representing
Rachel Bristow	RB	Deputy Head Teacher
Jacqui Stammers	JS	EYFS Phase Leader
Richard Holman	RH	Parent Governor (elect)
Kirsty O'Neill	KO'N	Parent Governor (elect)
Fiona Holness	FH	Clerk

MINUTES

Agenda Items	Actions
1. Welcome, Prayer & Apologies	
The Chair welcomed everyone to the meeting. The meeting was quorate. Everyone introduced themselves. Apologies were received from BD due to illness. The Chair welcomed the two successful candidates from the recent Parent Governor Election: Richard Holman and Kirsty O'Neill. JC led the opening prayer.	
2. Declaration of Interests	
There were no declarations of interests. The soon to be Parent Governors signed the Code of Conduct and Pecuniary Interest Forms.	



<p>There is a new Governor Induction check list which will be worked through with the new Governors once confirmed through application process.</p>	
3. Minutes & Matters Arising (not covered elsewhere) from the Previous Meeting and Action List Update	
<p>The minutes of the last meeting, ASEC#05 2023/24 dated 08.05.24, and were approved as a true and accurate record of the meeting.</p> <p>The Actions were reviewed. The Finance Report hasn't been received this term and the Head Teacher (HT) is going to speak to the School Business Manager about this.</p> <p>The HT shared that the CEO of DSAT had discussed at HT board about the financial challenges schools currently face. We are fortunate to have budgeted for a slight surplus next year. He thanked the School Business Manager for her careful financial management.</p> <p>Governor Question: A Governor asked is that surplus shared across the Trust.</p> <p>Response: The HT confirmed that each school keeps their own budget.</p>	<p>Action 6.1 HT: To speak to the School Business Manager about the Finance Report. By mid-July.</p>
4. EYFS End of Year Position	
<p>a. EYFS Phase Leader to present EYFS end of year position At our Term 2 ASEC meeting the EYFS Phase Leader presented the EYFS baseline, the measurement of when the children arrived in school at the beginning of the school year.</p> <p>She returned to the meeting to give the ASEC an update on the progress that the children had made during the year.</p> <p>The EYFS Phase Leader started by sharing the data from the beginning of the year. There are seventeen areas which are measured and if the children achieve the top twelve at the end of the year they are said to be at a Good Level of Development (GLOD).</p> <p>At the beginning of the year only 12% of children had a GLOD, by July it is 75% which is a massive achievement.</p> <p>Governor Question: One Governor asked if Covid had impacted on the entry point percentage.</p> <p>Response: The EYFS Leader advised that this may be a factor, however these children should have had a year or two of Pre-School prior to starting school.</p> <p>There were 58 children in EYFS at the start of the year, there are now 60 children.</p> <p>There is focused Speech and Language Therapy (SALT) three times a week for 15 children.</p>	



Governor Question:

The Chair asked about how long the EHCP process is taking now.

Response:

The EYFS lead confirmed that it takes months and there is a long delay whilst waiting for Ed Psych reports.

Many parents return to work once children start school, so fewer children are Pupil Premium (PP) than when they arrived in September, but the staff keep a close eye on those children.

There has been a focus on Reading with Oral Blending, whole class Neli, and Maths skills.

On the first day at school the children were asked to write their own name, all the children were assessed on their pre-writing skills, such as drawing a line, a square or a circle. They then assessed their writing during the year and the EYFS Lead really feels that the pre-writing skills have really helped with their writing.

With Neli, there were 30 children who were below the expected level for speech and language. The children are classified as red, amber or green. The green children are on track, amber children have some intervention. Red children are taken in groups of five where they are read a story, and they retell the story using pictures.

Governor Question:

One Governor asked about how the school talk to Pre-Schools.

Response:

The EYFS lead responded that the school speak to the local Pre-Schools and are building more relationships especially with Allsorts which is our closest Pre-School.

Governor Question:

The Chair asked about the children that are still red, how will the gap be closed in Year 1 as we don't want them to fall further behind.

Response:

The HT said that there are red children, and those that don't do anything over the summer holidays. During the first two weeks of Term 1 the EYFS team go into the Year 1 classes to work with those children during the afternoon.

Governor Question:

Another Governor asked about how the EYFS teams work across the Thrive Hub.

Response:

The EYFS lead replied that they compare data both in house and across the Hub.

The EYFS lead will return in Term 2 2024/25 with a new baseline data.

The EYFS Lead was thanked for her report.

The EYFS Lead also gave the Governors an update on Sports Premium. In terms of Sports Premium, we receive funding from the sugar tax, and we've used that in a number of areas, including wheelchair basketball, H5, sports cluster dancing and cricket, we have a netball team and we're hoping to join the league.



<p>The whole school have also done climbing and caving. The Year 6 non-swimmers also have additional intensive lessons to be ready for their residential.</p> <p>Governor Question: The Chair asked about what is happening next year.</p> <p>Response: The EYFS lead confirmed that they are trying to do the same sporting activities again.</p> <p>Governor Question: A Governor asked how much does this all cost.</p> <p>Response: We pay £140 to be part of the Sports Cluster and there is a lot of support from RWBA.</p> <p>Governor Question: One Governor asked how the children are chosen.</p> <p>Response: Sometimes there is an email to parents, for activities specifically for PP children, the Teachers sit with the SENDCO to work out which children are going.</p> <p>Governor Question: Another Governor asked about children who fall between the people who volunteer their children and PP children.</p> <p>Response: Teachers who would know children who would benefit for these experiences.</p> <p>The DHT suggested that the Teachers are told when there is a letter about an activity so they can tell certain children.</p>	
5. Appointment of Chair of the ASEC	
<p>a. Governors to confirm the appointment of the Chair. The current Chair has completed one four-year term of office so there is a requirement to renew their position.</p> <p>All the Governors voted in favour of the current Chair, Catherine Hersom, continuing as Chair of the St Bartholomew's ASEC for the next four years.</p> <p>The HT will now email the Head of Governance with the ASEC's recommendation.</p> <p>The Ethos Governor thanked the Chair for all she does and is delighted that she's standing again.</p> <p>The Chair said that it's a great way to keep a commitment to the school.</p> <p>The Chair asked all the Governors to think about stand for Vice-Chair in September as this is elected annually.</p>	<p>Action 6.2 HT: To email the Head of Governance to confirm that the St Barts ASEC supports the Chair remaining in role for another four-year term. By mid-July.</p>



6. Accountability for Educational Improvement	
<p>a. Scrutiny / Challenge / Support of Headteacher's Report to Governors – Headlines for discussion, progress against existing AIP (milestone 3)</p> <p>The HT shared the 'Australian Disaster Manual' and referred it to the Covid pandemic and recovery.</p> <p>Heroic to Disillusionment takes three years, whilst the journey to Reconstruction can take on average thirty years. We say to the children that it's ok to not be ok or to admit that they don't feel great, but together we will get through it.</p> <p>The HT shared the Academy Improvement Plan (AIP), and he has RAG rated where we are. There are some areas where we don't have the national data yet.</p> <p>The HT did say that there are some areas which are highlighted in orange such as curriculum drivers, where they are still being worked on.</p> <p>The attendance figures are above the national average, but there are still some vulnerable children for whom attendance is a concern. The Early Help Coordinator/Parent Support Advisor (EHCo/PSA) and the Deputy Head Teacher (DHT) or Class Teacher are doing some visits to homes to encourage children to come to school and it also gives them an insight into what the home environment is like.</p> <p>Governor Question: A Governor asked about the impact on the school if the Teacher is out visiting the child's home.</p> <p>Response: The HT responded that a TA who is known to the children will cover the class whilst the home visit takes place. Home visits always involve two adults.</p> <p>The DHT shared that the faith days have been a big success.</p> <p>The DHT feels that we are a green with mental health, for example children who have joined during their school career have shared that they feel that they can be themselves in school, which they couldn't always be at their previous school.</p> <p>Governor Question: The Chair asked about Protected Characteristics being orange.</p> <p>Response: The HT responded that we teach 'No Outsiders' but some children still don't make the link with the terminology of 'Protected Characteristics'.</p> <p>Governor Question: The Governor asked about the WALKTHRUS continuing next year.</p> <p>Response: The HT responded that the school won't be using the outside consultancy next year. But we will be focusing on 3-4 WALKTHRUS per year and coaching Teachers on how</p>	



to work through them. Recently, they have also brought out a parent guide which would answer one of the challenges of the parent survey, how to offer support at home.

Governor Question:

The Chair asked about the curriculum leads being in orange,

Response:

The HT responded that this is because of changes in staff and people taking on new subject leads.

Governor Question:

A Governor asked about ECT (Early Careers Teachers) working in school.

Response:

The HT replied that there are two ECT teachers, one first year and one second year.

We also have a Teach First Teacher next year; this is a classroom first approach where someone with classroom experience and will be at 80% teaching time by the end of Term 1. Applicants for Teach First have to have a degree to qualify for the scheme. The Teach First person has experience of St Barts.

376 children are on roll. Sixty Year 6's leaving and 55 EYFS are starting in September. There will also be 14 in year admissions. So the school is expecting to have at least 390 children in September.

We will move to 14 classes from September 2024. The HT shared the structure for next year.

There will be one teacher supporting for an extra day in EYFS. The Year 1 and Year 2 teams are remaining consistent.

Year 3 and Year 4 are changing to four classes, with some new members of staff both internally and externally.

Governor Question:

One Governor asked about the Year 3 and 4 split how does the school make sure that curriculum isn't repeated.

Response:

The HT responded that they had been planning for this for some time, and that the most recent topics have covered any gaps the children had from the shared curriculum. Maths lessons have already been split into Year 3 and Year 4 for the past year.

There was a question raised about Governors not receiving emails about key information within school. The DHT took an action to ask the office to ensure that the Governors received key communication going forward.

Governor Question:

The Chair asked about the location of the new classes

Response:

The HT said that Year 3 are moving into the mobile classrooms and Year 4 are in the separate block. The Rainbow room will move to the current Swans classroom.

Action 6.3 DHT:

To email the Admin Assistant to ensure that Governors receive key school communication.

By mid-July.



Rascals will be moving into the hall which will give them more space.

Governor Question:

The Chair asked about a pinch point in the playground by the mobile classrooms and other classes, at drop off and pick up.

Response:

The HT said that it might be worth looking at the routes around the schools at drop off and pick up.

Governor Question:

Another Governor asked about where Rascals will keep all their equipment and what about them clearing up when sessions finish.

Response:

The HT responded that they will be able to clear up in the time allocated and won't get as many toys out.

The HT then shared some results from assessments which had taken place that year. EYFS GLOD 75% achieved this compared with 69% of children in Wiltshire. Phonics Screening 83% of children passed. The Wiltshire average was 81%.

Year 4 Multiplication Check 89% of children passed their times table check. Full marks (25/25) were achieved by 45% and the average mark was 23 correct. The national average is result is 20/25.

There have been no bullying or racist incidents this year.

Attendance is 95.2%, 3.9% authorised absence, 0.9% unauthorised absence, no one really abuses that. 11.7% persistent absentees below 90%.

The Trust has brought into 'school-bi'; it pulls in the data from lots of data streams, and it gives the school a lot of data and insight. It will help get the children into school as it identifies really easily and more promptly the children that need extra support.

73 My Concerns were raised in Term 6 for 43 children – 21 are single concerns, and there are 5 or 6 children which have several concerns.

During 2023 Term 6 there were 77 My Concerns raised for 35 children.

In 2022 Term 6, 80 My Concerns were raised for 41 children. So it's remained relatively consistent.

Then the HT discussed Strategy 2030. The Trust are finalising the journey for the next six years; talking to lots of people to establish the direction of travel. Working collaboratively across the Hub and the whole 28 schools. For example buying resources together. Having a Thrive Hub chaplain is a good example of how schools have worked together. There are four key areas:

Flourishing Children

Strong Communities

Thriving People

Digital Excellence



<p>Governor Question: A Governor asked about the in-year transfers, of 14 children.</p> <p>Response: The HT responded that it's predominantly KS2 and the split of year 3 and 4 would mean that we can take more new children.</p> <p>Our PAN is 60 and we would prefer not to go above it, but in exceptional circumstances parents can appeal and their child may come here. As of September none of the classes will have more than 30 at the start of the year.</p> <p>Governor Question: The Chair asked if this means we are the only school in the area with single year groups all the way up.</p> <p>Response: The HT responded that he thinks so and in fact he's aware of other schools where they are moving to mixed classes.</p> <p>b. Academy Improvement Plan 24/25 – progress so far; further input from Governors required. This was covered in the main report.</p> <p>c. Parent Survey Results from April 2024 Several Governors had met separately with the HT to discuss the results.</p> <p>d. Sharing of Governor Monitoring Visits since Term 5 Some reports were received in advanced of the meeting. 5d Faith Day Report.docx 5d Music Report.docx 5d Maths 260624 Link Governor Written Report Flourishing St Barts.pdf</p> <p>The Chair advised the soon to be Parent Governors that in Term 1 we will be looking at link areas for them.</p> <p>The Chair asked the Governors to think about the links and wellbeing (as a new link) we need to think about an objective for our Governance in Term 1 which we can then attain and measure during the year. The Chair suggested that the governors meet together to discuss them.</p> <p>There isn't a staff wellbeing report this term, but the Staff Wellbeing Governor gave an update that there will be a book club meeting and a Pilates session before the summer holidays.</p>	<p>Action 6.4 All Governors: To think about Link Governor areas and objectives for next school year. By mid-September.</p> <p>Action 6.5 Chair & All Governors: To meet to discuss Governance objectives for 2024/25. By end September.</p>
7. Church School Flourishing & Ethos	
<p>a. Review of SIAMS SEF and priority actions from last CSF Review This is up to date and actions are being worked through.</p>	



<p>b. Ethos Committee and Foundation Governor Reports</p> <p>The Ethos Governor updated the Governors about 'Thrivefest' which will be held on Wednesday 17th July, all day until 7pm. There is a need for volunteers. The HT confirmed that it's the first time this has happened, and it's a good opportunity to see if it works. The children will be taken by coach and families can join for a BBQ.</p> <p>Following the work with St Barts church last year and Hymnpact, which is an initiative from the Royal School of Church Music (RSCM), the Year 5 children will be walking to St Barts Church this Friday to sing a selection of Hymnpact hymns which they will have taught by a Hymnpact specialist during the school day.</p>	
8. Effective Governance	
<p>a. Updates/Actions regarding Attendance, Recruitment, Succession Planning, Induction or Training</p> <p>The Chair asked the Governors to think about Vice Chair recruitment and succession planning. The Parent Governor application process with DSAT has started, and their DBS checks are in progress.</p> <p>The Chair had attempted to book a Right Choice training course for next school year, and it was showing as chargeable. The Clerk will check as to why this is happening.</p> <p>The Chair reminded all Governors to look at the DSAT Governance Bulletin, the latest edition has lots of course details from DSAT. There is a DSAT Safeguarding Governor training course as well as the Safeguarding Quiz.</p>	<p>Action 6.6 Clerk: To investigate why the Right Choice course is chargeable. By mid-July.</p> <p>Action 6.7 All Governors: To read the DSAT Bulletins. By mid-July.</p>
9. Compliance	
<p>a. Update on Health & Safety and Safeguarding audits</p> <p>There is a meeting this week about Health and Safety and the initial paperwork has been submitted.</p> <p>b. Approval of School and Acknowledgement of Trust updated Policies.</p> <p>The First Aid policy has been revamped and is with the HT to sign off.</p> <p>The Chair raised the remuneration policy saying about voluntary contributions for trips, and parents having to talk to the HT if they can't pay, with the Trust board so they are going to revamp the policy to ensure that there are no unnecessary consequences of people paying when they can't really afford to.</p>	
10. Any Other Business	
<p>a. To note the Finance Report – for information only.</p>	



<p>DSAT Centralised contracts are being communicated through the HT Board meetings.</p> <p>Normally the Chair does an end of year message to all staff, and this year the Chair would like all the Governors to send in one sentence of something they are thankful for.</p> <p>b. Self-Evaluation of the impact of governance evident from this meeting.</p> <p>The Chair asked the Parent Governor elects why they became a Governor. One responded that he had lost his mum last year and she had been a School Governor and he felt he wanted to carry this forward and to help this amazing school.</p> <p>The other one said that the school is brilliant, and she has been really impressed, and she's really glad to be part of the school community.</p> <p>Governor Question: The Wellbeing Governor asked what the school is doing for FSM children during the school holidays</p> <p>Response: The HT understands that there are vouchers to go out. The Wellbeing Governor confirmed that the foodbank will have extra supplies during the summer holidays.</p> <p>Governor Question: A Governor asked what happens they don't meet the £10,000 target for the new play area.</p> <p>Response: The HT confirmed that it will go ahead anyway. There is a story with every part of the school.</p> <p>Governor Question: There was a question about Safeguarding training for Governors</p> <p>Response: The HT confirmed that it will probably be on 2nd September.</p> <p>The HT advised Governors that 8th October will be our AIM (Academy Improvement Meeting) including Governor feedback, the HT encouraged Governors to attend for some or all of the day.</p> <p>There was a question about ASEC dates for next year. They probably won't be confirmed until September.</p> <p>The Chair is going to link into the foodbank with her company. The Chair thanked everyone for their commitment to the school and the ASEC.</p>	<p>Action 6.8 All Governors: To email the Chair with one sentence of something they are thankful for. By 15th July.</p>
11. Close and date of next meeting	
<p>The meeting closed at 20:00 Date of the next meeting: Term 1 2024/25</p>	



Actions from Term 6 Meeting 03.07.24

Agenda point	Action number	Action	Owner	By when
3	6.1	To speak to the School Business Manager about the Finance Report.	HT	Mid-July
5	6.2	To email the Head of Governance to confirm that the St Barts ASEC supports the Chair remaining in role for another four-year term.	HT	Mid-July
6	6.3	To email the Admin Assistant to ensure that Governors receive key school communication.	DHT	Mid-July
6	6.4	To think about Link Governor areas and objectives for next school year.	All Governors	Mid-September
6	6.5	To meet to discuss Governance objectives for 2024/25.	Chair & All Governors	End September
8	6.6	To investigate why the Right Choice course is chargeable	Clerk	Mid-July
8	6.7	To read the DSAT Bulletins	All Governors	Mid-July
10	6.8	To email the Chair with one sentence of something they are thankful for.	All Governors	15 th July